

Development Services

Capital Improvement Plan Coordinator

Annual Salary: \$63,049-\$69,016 plus excellent benefits package

(appointment generally made at the minimum salary range, depending on qualifications)

Open Until Filled: (First Review - Monday, March 24, 2014)

The Community

The City of Maricopa, a community with a "Proud History and a Prosperous Future," is strategically connected to metro Phoenix and the central Arizona region and is located just 20 minutes from Phoenix and 35 minutes from Sky Harbor Airport.

Maricopa became Arizona's 88th City when it was incorporated in October of 2003. Since then, hyper-growth transformed the City from less than 5,000 residents into a bustling population of over 43,000.

Historically an agricultural community, Maricopa's business base has translated those ties into the agri-tech, renewable energy and research and development fields.

Maricopa's housing affordability, quality of life and family-oriented atmosphere continues to attract newcomers who enjoy full-service public safety departments, a City library, recently constructed public schools and charter schools, a City park and retail and entertainment.

Mission: The City of Maricopa will be open, responsive, and accountable while serving the public with integrity.

The Department

Roof Deck and Ledger Complete on Council Chambers



View of City Hall from Southwest Corner



The Engineering Division provides in-house professional engineering services, including but not limited to, reviews of engineered project improvement plans and reports, development agreements, easements, and all other engineering related and necessary documents required for project development. Engineering ensures that projects are compliant with local, county & national engineering standards, the City's Zoning & Subdivision Ordinances, City Code, as well as other statutory regulations.

Position Minimum Requirements

Bachelor's degree in Architectural or Civil Engineering, Urban Planning, Construction Management, Public or Business Administration or a closely related field and four (4) years of full-time professional level experience in commercial, industrial, governmental, or large-scale residential development project management; and two (2) or more years' experience in a public sector setting is required. Possession of a valid Arizona driver's license is required.

The Ideal Candidate

The ideal candidate will have:

- A proven track record of motivating and developing staff to obtain measureable results;
- Demonstrated ability to effectively communicate with staff, contractors, elected officials, and the public;
- A proven record as an innovative leader, possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers;
- Superior communication abilities, strong project management skills, emotional intelligence, and commitment to public service;
- The ability to manage multiple projects and thrive in a high-performance organization;
- Knowledge of federal, state, and local laws, rules, and regulations pertaining to local government operations;
- Provided responsible and technical staff review and coordination of capital improvement projects (CIP);
- Managed project coordination for capital improvement projects including design, scope of work, cost estimating, contract administration, budgets and schedules. Analyzed and interacted with various City departments on the intent of the capital improvement project and project scope;

Knowledge of:

- Civil engineering principles and practices relating to design and construction;
- The principles and practices of project management;
- Basic contract law, bond and insurance requirements;
- Municipal, state, federal and other codes relating to design and construction;
- Principles and practices of conflict and problem resolution;
- Principles and practices of continuous process improvement;
- Current supervision and evaluation techniques;
- Manage and work independently on multiple major projects or sensitive problems and coordinate work of others;
- Analyze problems, identify alternatives, and negotiate effective solutions;
- Analyze potential impacts of City projects and private development proposals;
- Interpret, evaluate, and explain development plans, construction drawings, and applicable ordinances;
- Effective team building techniques;
- Municipal administration practices and procedures;

Ability to:

- Multi-task and be flexible, and work in a fast-paced and ever-changing diverse customer environment;
- Work independently with minimal supervision and using independent judgment;
- Maintain attention to detail resulting in high quality deliverables;
- Coordinate multiple projects, providing comprehensive oversight and documentation;

****PLEASE SEE FULL JOB DESCRIPTION FOR ALL QUALIFICATIONS, REQUIREMENTS AND SPECIAL REQUIREMENTS****

Benefits

Vacation: Full time positions accrue 88 hours of vacation leave per year for the first 3 years of service; accruals increase with years of service.

Sick Leave: Full time positions accrue 96 hours of sick leave/year.

Holidays: Full time positions (minimum 40 hours per week) accrue 10 paid holidays and one floating holiday per year. Holidays include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day.

Health Insurance: Positions with a minimum of 40 hours per week are eligible for medical, dental, and vision benefits.

Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions.

Retirement: Retirement Benefits are provided for full time positions.

Application Procedure

Filing Information: This recruitment will close at **5:00 p.m.** on the deadline date. Candidates must submit a resume. No postmarks or faxes will be accepted. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description, please visit the City's website.

Candidates may apply via the City of Maricopa website: [click here to apply](#). You may apply for one (1) position at a time, unless otherwise noted. You will only be able to upload one (1) document. Please combine the following information into one (1) document:

- Cover Letter
- Resume detailing work and school history for the past seven (7) years
- Four (4) work related references with email contacts
- Salary history for the past seven (7) years

Only those candidates who appear best qualified, based on the requirements listed on the front of this posting and review of all submitted applications, resumes and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job-related experience knowledge, skills and abilities.

If a typing test is required, candidates will need to provide a typing certificate demonstrating the ability to type the specified WPM speed. A signed "Typing Test Instructions" sheet (see page three of this document) must also be signed and submitted with all application documents as noted above.

It is the candidate's responsibility to accurately provide all pertinent information on the resume/application. The City of Maricopa will NOT accept any additions, corrections or revisions to a candidate's applications after the eligibility determination has been made. Candidates will be notified of all times and dates of examinations and interviews.

The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. The job description is subject to change as the needs and requirements of the job change.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. City employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and Provide evidence of entitlement to work in the United States. We verify through E-verify.

Please note: City applications are "Public Record."

